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OLLI Curriculum Committee Standing Rules

In the broadest sense, most educational authorities agree that a “comprehensive and balanced” curriculum should represent the aspirations of the institution, i.e., the outcomes it desires for its learners in order to meet its expressed goals. Using that loose definition, and keeping OLLI’s Mission and Vision at the forefront, OLLI’s curriculum should be one that:

- provides an intellectually nourishing program of course offerings (both one-time and multi-week;
- allows participants to both enhance and expand their knowledge and explore new ideas and experiences through multiweek courses, one-time presentations, special events, and field trips;
- represents a variety of disciplines/subject areas, specifically, those designated in the Standing Rules: Humanities/Arts, STEM, Literature/Drama/Writing/Stage and Screen, SEAT (Self-Exploration), History/Social Science/Politics.
- provides a term-by-term balance of offerings from among these disciplines;
- addresses diversity in terms of subject matter/topics; and
- responds to the expressed course content/topic needs and desires of OLLI membership as expressed through participant feedback, surveys, and other various measures.

Such a curriculum should be monitored, measured, and reported on an ongoing basis to the Curriculum Committee by the Academic Teams, and on an annual basis to the Board of Trustees.

Membership

1. Membership on the Curriculum Committee is open to all OLLI members and those individuals having a direct connection to OLLI at the Chair’s discretion.
2. Members who do not fulfill their responsibilities may be asked to resign at the Chair’s discretion.
3. Each Curriculum Committee member is expected to serve on at least one of the Curriculum Committee Teams (see Appendix). At least two Team members will serve as leader and co-leader.
4. Each Curriculum Committee member is expected to participate in the calling of moderators each term to encourage proposal submissions. If a member is unable to make calls to non-responding moderators in a timely manner, he or she shall advise the Scheduling team chair. Callers shall familiarize themselves with the process of submitting an online proposal to assist those wanting to propose a course.
5. Members are expected to attend monthly Curriculum Committee (Business as well as Working) meetings regularly. Non-Academic Team members are expected to join an Academic Team for working meetings to add insight and perspective.

Meetings

1. The Curriculum Committee will hold meetings monthly except for the months of July and December. Every other month is designated as a “working meeting” to allow Academic Teams to meet. Volunteers for the various Academic Teams who are not Curriculum Committee members will be asked to attend those working meetings to meet with their Teams. The Curriculum Committee Chair will work with the Program Coordinator to set the date and time for the meetings a year in advance and will have the discretion to change meeting dates and/or times as deemed necessary. A retreat-style meeting will be held yearly in place of the regularly scheduled January meeting.
2. A quorum must be present to take a vote. A quorum being 50% of the Committee membership plus one.
3. The Committee Chair may poll the Committee members via email in the event an issue which requires immediate action arises in between regularly scheduled business meetings. Committee members shall vote by email within the specified period. The results of the vote shall be emailed to all Committee members at the conclusion of the voting period and shall also be announced at the following business meeting.
4. Minutes of each business meeting shall be recorded. These minutes shall be distributed in a timely manner to the Committee membership, the Program Director, and the Board of Trustees representative. The Vice-Chair or designee will be responsible for recording these minutes.
5. The Program Coordinator shall attend all Curriculum Committee meetings to provide staff support but shall not have voting privileges at such meetings.

Role of the Curriculum Committee Chair:

1. The Board of Trustees Chair and Vice Chair will be advised of changes to the Curriculum Committee Chair and/or Vice Chair positions.
2. The Chair shall:
 - Hold this position for two years with the approval of the Board of Trustees Chair. This term may be extended should circumstances warrant an extension.
 - Preside at all meetings of the Curriculum Committee and serve on the Board of Trustees and on the Executive Committee.
 - Recommend a Curriculum Committee Chair successor to the Board of Trustees Chair.
 - Notify the Chair of the Governance Committee by the end of February of each calendar year if a new Chair of the Curriculum Committee will be leading the committee beginning the following June.
 - Serve as a member of the Scheduling/Data Management team.
 - Serve as an ex-officio member of all teams, lending assistance as requested or necessary.
 - Work closely with the Program Director and Coordinator to facilitate the smooth functioning of the Curriculum Committee.
 - With the input of team leaders and the committee members, periodically review the yearly calendar of classes to ensure that the offerings optimally benefit the OLLI membership and program administration.
 - Monitor the Curriculum Committee’s Gmail account and respond to all inquiries. This duty may be delegated.
 - Prepare a yearly budget projecting the next fiscal year’s income and expenses of the Curriculum Committee and submit such draft budget to the Board Chair, the Chair of Budget & Finance, and the Program Director no later than March 1st of each year.

Role of the Curriculum Committee Vice Chair:

1. Perform the duties and responsibilities of the Chair in his/her absence or inability to serve.
2. Serve as a member of the Scheduling/Data Management team.
3. Serve as an ex-officio member of all teams, lending assistance as requested or necessary.
4. Take the minutes at each Curriculum Committee meeting and present to the Program Coordinator for distribution at least one week before the next scheduled meeting. This responsibility may be delegated.

Curriculum Committee Teams

1. The teams shall include: (see Appendix for team descriptions)
 - Academic Teams
 - Humanities/Arts
 - History/Social Science/Politics
 - Literature (poetry, prose)/Writing/Drama/Stage and Screen
 - SEAT (Self-Exploration)
 - STEM
 - Long Form One Time (LFOT): Field Trips/Fab Fridays/Summer Series/Wednesday WOWs
 - Support Teams
 - Moderator Support (Gateways and Professional Development)
 - Scheduling/Data Management
 - Logistics for Orientation and Professional Development Events
2. All CC Members are expected to take on a leadership role for one of the CC Teams (see list above).
3. Individual Academic Team members need not be members of the Curriculum Committee.

Role of the Team Leaders and Co-Leaders:

1. Leaders and Co-Leaders must be members of the Curriculum Committee.
2. Will serve at the discretion of the Curriculum Committee Chair.
3. Determine specific yearly goals with Team members.
4. Determine the best course of action for achieving those goals.
5. Select team members as needed by extending invitations and/or by accepting volunteers and inform the Curriculum Committee Chair of changes.
6. Meet bi-monthly August through June, except December, or otherwise as needed.
7. Assign tasks to members, clearly indicating deadlines and the goals to be met.
8. Ensure that the work of the team is in alignment with the most recent Strategic Plan and what the team needs to do to further its goals.
9. Report progress term-by-term to the Curriculum Committee Chair and annually to the OLLI Board of Trustees.
10. Team Co-Leaders will take responsibility for the duties of the team should the team Leader be unable to fulfill those duties. The Co-Leader should work closely with the Leader, keeping in mind the possibility of one day assuming the leadership role.

Changes to the Standing Rules:

1. The Standing Rules may be added to, amended, or rescinded, in consultation with the Committee Chair, at any business meeting where a simple majority is present.

2. Any change to the Standing Rules must be approved by a majority vote, with previous notice given of the proposed change.

OLLI Curriculum Committee Standing Rules Appendix

Academic Teams:

These teams shall be led by Curriculum Committee members and may include OLLI members at large. The specific Academic Teams will meet bi-monthly to assess the variety and diversity of OLLI course offerings per term. Teams will use information from participant feedback forms, surveys, and other various measures to generate ideas for new topics/content as needed. **All Academic Teams are responsible for actively recruiting both veteran and new moderators/presenters as needed in order to maintain a comprehensive and balanced course catalogue during a given academic year.** Team members should take every opportunity to encourage OLLI membership at large to assist in moderator recruitment and new course suggestions. Teams will report to the Curriculum Committee once a term and annually to the Board of Trustees. Such reports will contain data for the academic year, specifically, the total number of courses/presentations offered, new courses/presentations sought and scheduled, and the number of new multi-week moderators and one-time presenters recruited.

Moderator Support:

This team is comprised of two parts, one responsible for moderator orientation and the other for professional development. The focus of the moderator orientation arm is two-fold: an orientation session each term for new moderators (one-time and multi-week), as well as “Gateways to Success,” a program required each term for New Multi-week Moderators prior to the scheduling of their proposed courses. The second arm, Professional Development, is responsible for organizing and planning professional development opportunities open to all moderators based on their needs or interests as well as for individual mentoring when necessary.

Scheduling/ Data and Report Management:

The Scheduling/Data Manager maintains the databases of moderators and course offerings; assists in the preparation of web-based proposal forms; sends out the emails soliciting proposals and reminder emails to potential moderators; and organizes moderator calling; organizes the proposal data for the Scheduling Team. The Scheduling Team will include The Program Director; the Vice-Chair of the Board; the Chair, Vice Chair, and immediate Past Chair of the Curriculum Committee; and the Leader of the Gateways and Orientations Team. Members of the Scheduling Team shall meet before each term to consider the submitted proposals, develop the schedule, and compile the catalog listings for the upcoming term.

The Report Manager will work with the Program Coordinator to produce class data for each term so that the Academic Teams may analyze the data as part of the Curriculum Committee's reporting responsibility for the Strategic Plan.

- Logistics for Orientations and Professional Development Events

The Leader of this team is responsible for coordinating room set up and providing food for all Orientation/Gateways sessions as well as for the annual CC Retreat in January.

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